



JOB DESCRIPTION

Job Title: Sign Technician
Department: Street
Classification: Non-Exempt
Safety Sensitive
Pay Grade: Grade 9
Pay Range:

<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
\$28,330	\$35,396	\$45,337

Reports to: Street Superintendent
Date Updated: February 2020

SUMMARY

Operate heavy equipment and machinery in a safe manner. Perform manual labor as necessary for the day to day operations of the street department including installation, repair and replacement of signs as needed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Operate heavy equipment and machinery as needed for daily operations of the department including Installation, repair or replacement of signs.
- Perform manual labor as necessary for the daily operations of the department including installation of a variety of signs throughout the city and the 911 district
- Inventory sign locations, and repair or replace damaged signs as needed
- Make new signs as needed
- Order sign materials as needed to maintain adequate inventory
- Help co-workers accomplish tasks
- Ability to be on-call as needed
- Prompt and regular attendance is required for this position
- Other duties as assigned

PERIPHERAL DUTIES

- Assist other departments as needed
- Provide customer service in a professional and courteous manner
- Abide by all standards, conduct and policies

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SAFETY SENSITIVE POSITION

This position is a 'Safety Sensitive' position as defined by the United States Department of Transportation and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "Safety Sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana License will not excuse you from the testing process, or the consequences of testing positive for marijuana.

- Required to possess CDL or equivalent federal/state license as part of job duties;
- Handling, packaging, processing, storage, disposal or transport of hazardous materials;
- Operation of motor vehicles, other vehicles, equipment, machinery and power tools;
- Repairing, maintaining or monitoring the performance or operation of any equipment, machinery, the malfunction or disruption of which could result in injury or property damage.

QUALIFICATIONS

Education, Licensure, or Certification

- High School Diploma or equivalent
- Class D Drivers License
- Class B CDL (*Amended per Street Superintendent's request 11/2017*)
6 Months allowed to obtain Licensing or Certification

Experience, Specialized Knowledge, and Other Requirements

- Experience in heavy equipment operations
- Experience in road construction and asphalt
- Working with the public

Knowledge, Skills and Abilities – With or without accommodations

Knowledge

- Knowledge of driving and hauling different materials
- Knowledge of operating equipment
- Knowledge of safety rules and procedures
- Knowledge of written and verbal departmental policies
- Knowledge of personnel policies and procedures

Physical

- Has ability to safely operate heavy equipment
- Has ability to communicate with co-workers visually and audibly while operating equipment
- Has ability to perform physical activities such as, standing, walking, and operating equipment or driving a truck for long periods of time.
- Ability to lift and carry heavy loads
- Ability to work in all weather conditions

- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction

Cognitive

- Ability to communicate effectively using radio equipment
- Ability to work independently
- Ability to establish and maintain effective working relationships with peers, subordinates, supervisors and the general public
- Ability to use logic and reasoning to identify appropriate solutions or approaches to problems

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works outside under normal and extreme weather conditions. The employee regularly stands, walks and operates machinery for extended periods of time.

The employee will be operating and working around heavy equipment and must at all times follow safety procedures. Personal protective equipment shall be provided by the City and shall be worn when required.

SUMMARY

This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand my duties described above, and I am aware my position is classified as a Safety Sensitive position and I am subject to Random Drug Screening.

Employee

Date